

Message

From: Milton, Laura [Milton.Laura@epa.gov]
Sent: 1/13/2021 3:00:10 PM
To: Bodine, Susan [bodine.susan@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Dombrowski, John [Dombrowski.John@epa.gov]
Subject: RE: Proposed Appointment for [Ex. 6 Personal Privacy (PP)]

Thank you Susan.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
Cell: 202-821-2541
milton.laura@epa.gov

From: Bodine, Susan <bodine.susan@epa.gov>
Sent: Wednesday, January 13, 2021 9:59 AM
To: Milton, Laura <Milton.Laura@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Dombrowski, John <Dombrowski.John@epa.gov>
Subject: RE: Proposed Appointment for [Ex. 6 Personal Privacy (PP)]

The decision was made to not proceed with this appointment. No further OECA action is necessary.

Susan

From: Bodine, Susan
Sent: Monday, January 11, 2021 4:57 PM
To: Milton, Laura <Milton.Laura@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Dombrowski, John <Dombrowski.John@epa.gov>
Subject: RE: Proposed Appointment for [Ex. 6 Personal Privacy (PP)]

Hold until we get this cleared up. Hopefully Dave has something in writing from OPM.

From: Milton, Laura <Milton.Laura@epa.gov>
Sent: Monday, January 11, 2021 4:48 PM
To: Bodine, Susan <bodine.susan@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Dombrowski, John <Dombrowski.John@epa.gov>
Subject: FW: Proposed Appointment for [Ex. 6 Personal Privacy (PP)]

Please let me know how to proceed (see below). It would be outside of Agency and OPM processes.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
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milton.laura@epa.gov

From: Kamen, Mara <kamen.mara@epa.gov>
Sent: Monday, January 11, 2021 4:45 PM
To: Milton, Laura <Milton.Laura@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Proposed Appointment for Ex. 6 Personal Privacy (PP)

Thanks for reaching out, Laura.

OHR was not privy to the conversations Dave Zeckman had with OPM; therefore we cannot confirm Dave's understanding of the process.

OHR's contact with OPM and our knowledge of the regulations is clear; OPM must weigh in. Further, I reviewed the package Dave Zeckman prepared and it is not appropriate to go to OPM as was prepared. It contained HIPPA information and an attestation statement OHR cannot sign.

If you would like to move forward, I can send you the edited package I shared with my leadership, including the revised cover letter to OPM. Please be advised, OIG has asked for a copy of the package, which I delivered to them late last week.

If OECA leadership chooses to go forward, a senior leader in the receiving office familiar with how decisions related to this case were made would need to sign the cover letter to OPM.

Please let me know how you would like to proceed.
Mara

From: Milton, Laura <Milton.Laura@epa.gov>
Sent: Monday, January 11, 2021 4:04 PM
To: Kamen, Mara <kamen.mara@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Proposed Appointment for Ex. 6 Personal Privacy (PP)

Can you please confirm that OECA may proceed with this appointment without OPM review?

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
Cell: 202-821-2541
milton.laura@epa.gov

From: Milton, Laura
Sent: Monday, January 11, 2021 4:00 PM
To: Bodine, Susan <bodine.susan@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Dombrowski, John <Dombrowski.John@epa.gov>
Cc: Zeckman, David <zeckman.david@epa.gov>
Subject: RE: Proposed Appointment for Ex. 6 Personal Privacy (PP)

Please let me confirm before proceeding. Per the OPM website, it says that "Agencies must request OPM approval to appoint the following current or former (within five-years) Executive Branch political appointees to permanent competitive service, non-political excepted service, or career SES positions.... To comply with the reporting requirements of the Transitions Act, the updated policy communicates a change to OPM's previous policy, which excluded certain permanent appointments from OPM's pre-appointment review process. The updated policy communicates that moving forward, OPM will review proposed selections of current or former political appointees to permanent positions involving noncompetitive and direct-hire appointments, under 5 CFR 315, subpart F, and 5 CFR 337, subpart B.

This was my understanding as well since [Ex. 6 Personal Privacy (PP)] would be appointed to a non-political excepted service (attorney) position.

I'll reach out to OHR now.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
Cell: 202-821-2541
milton.laura@epa.gov

From: Bodine, Susan <bodine.susan@epa.gov>
Sent: Monday, January 11, 2021 3:50 PM
To: Milton, Laura <Milton.Laura@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Dombrowski, John <Dombrowski.John@epa.gov>
Cc: Zeckman, David <zeckman.david@epa.gov>
Subject: FW: Proposed Appointment for [Ex. 6 Personal Privacy (PP)]

Laura,

Dave Zeckman has confirmed with OPM that OPM does not need to sign off on a transition from a schedule C to a schedule A. That means we can proceed with Robin's promotion and assign [Ex. 6 Personal Privacy (PP)] to vacant position.

Susan

From: Milton, Laura <Milton.Laura@epa.gov>
Sent: Friday, November 20, 2020 2:11 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Zeckman, David <zeckman.david@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Dombrowski, John <Dombrowski.John@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>; Bodine, Susan <bodine.susan@epa.gov>; Hindin, David <Hindin.David@epa.gov>
Subject: RE: Proposed Appointment for [Ex. 6 Personal Privacy (PP)]

Hi Jerome, we are proposing to assign [Ex. 6 Personal Privacy (PP)] in the Office of Compliance, National Enforcement Training Institute. [Ex. 6 Personal Privacy (PP)]

Ex. 6 Personal Privacy (PP)

Attached is an organizational chart and below are answers to the questions posed. This is an attorney position and we are proposing to fill it using Schedule A hiring authority for persons with a disability so it is non-competitive in nature on both counts. I was not sure how to respond re the Recommending and Selecting Officials. [Ex. 6 Personal Privacy (PP)]

Ex. 6 Personal Privacy (PP)

Please let me know if you need any additional information.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
Cell: 202-821-2541
milton.laura@epa.gov

From: Bonner, Jerome <Bonner.Jerome@epa.gov>

Sent: Wednesday, November 18, 2020 3:13 PM

To: Milton, Laura <Milton.Laura@epa.gov>

Cc: Zeckman, David <zeckman.david@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>

Subject: Proposed Appointment for Ex. 6 Personal Privacy (PP)

Hi Laura,

I am working the proposed appointment and require information from OECA in order to prepare a complete package for submission to OHR and subsequently OPM for final decision. The subject appointment would result in a Political Appointee being appointed to an Excepted Service, GS-0905-15 position in OECA. Per documentation received today, the proposed position is Supervisory Attorney Advisor, OECA, National Enforcement Training Institute.

I would appreciate if OECA could provide the following information:

- Organizational Chart for proposed position OECA
Attached; this position serves as a senior attorney in the National Enforcement Training Institute
- The Organizational Structure reflects the following positions: OECA: Please confirm this is accurate
 - Supervisory Attorney Advisor – GS-0905-15
 - (vacant) Attorney Advisor – GS-0905-15
 - Program Analyst – GS-0343-13
 - Program Analyst – GS-0343-9/13
- GS-0905-15 Attorney Advisor
 - Who currently occupies this position; either detail or temporarily promotion? OECA
This is a senior staff position, previously occupied by Ex. 6 Personal Privacy (PP)

- When did the position become vacant? OECA
Concurrent with appointment
- A statement disclosing any personal or professional relationship between the requesting agency's recommending and selecting officials (or anyone in the reporting chain) and the proposed selectee. OECA N/A
- Evidence of fair and open competition (a recruiting notice, if one was used) OECA N/A
 - Description of recruiting sources and advertising methods OECA N/A
 - Qualification standard used OHR/HRSSC
 - Copy of agency policy for accepting excepted service applications OHR/HRSSC
 - Applications from all who applied and information showing how each met or failed to meet established qualifications OECA N/A
 - Information showing how veterans' preference was considered OECA N/A
 - The referral list(s) issued to the selecting official and the completed referral list documenting the tentative selection OECA N/A
 - The names of rating/ranking panel members (if applicable) and their titles, telephone numbers, email addresses, and types of appointment (e.g., career SES, Schedule C, or Presidential Appointee). OECA N/A
- The names of the recommending and selecting officials, title, telephone number, email address, and type of appointment (e.g., career SES, Schedule C, or Presidential Appointee). OECA Schedule A appointment.
- Documentation on the interview process, including interview questions and notes, the names of interviewers/panel members (contact information, type of appointment), and candidates interviewed. OECA N/A

Please call me if you have any questions or would like to discuss requirements.

Thanks

JB

Jerome W. Bonner

Environmental Protection Agency

Office of Administration and Resources Management - Cincinnati

Director, Human Resources

Cincinnati Human Resources Shared Service Center

Tel: 513.569.7950
Mobile: 513.518.4849

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From: Carr, Dorothy <Carr.Dorothy@epa.gov>
Sent: Wednesday, November 18, 2020 11:33 AM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>
Cc: Zeckman, David <zeckman.david@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>
Subject: Schedule A appointment for [Ex. 6 Personal Privacy (PP)]

Good morning Jerome,

Attached is the Pre-Appointment Checklist as specified in the CHCOC guidance at <https://www.chcoc.gov/content/appointments-and-awards-during-2020-presidential-election-period> . We have completed the fields on the Checklist related to [Ex. 6 Personal Privacy (PP)] current political appointment and have attached information relevant to this appointment in response to bullets 1 through 3 on page 2 of the Checklist. Please let us know if you need assistance from RTP as you assemble the items for which you're responsible. We assume that you will be reaching out to OHR for the Agency HR Director letter referenced at the top of the Checklist.

Take care,
Dorothy Carr
Lead Human Resources Specialist, Executive Resources
Human Resources Management Division, OARM-RTP
U.S. Environmental Protection Agency
Research Triangle Park, NC
(919) 541-4356 (office)
(252) 301-4784 (cell)



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT
RESEARCH TRIANGLE PARK

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From: Caro, Vique <Caro.Vique@epa.gov>
Sent: Wednesday, November 18, 2020 8:15 AM
To: Zeckman, David <zeckman.david@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Carr, Dorothy <Carr.Dorothy@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: RE: Schedule A

I have let the Cincinnati SSC know that this is coming and well be standing by to help.

Vique Caro
Office Director
Office of Administration and Resources Management Cincinnati
US Environmental Protection Agency
Main Office: 513-569-7910
Desk Phone: 513-569-7912
Cell: 513-607-3534
email: caro.vique@epa.gov

From: Zeckman, David <zeckman.david@epa.gov>
Sent: Tuesday, November 17, 2020 3:19 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Carr, Dorothy <Carr.Dorothy@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: RE: Schedule A

Thank you

From: Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Sent: Tuesday, November 17, 2020 3:08 PM
To: Zeckman, David <zeckman.david@epa.gov>; Caro, Vique <Caro.Vique@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Carr, Dorothy <Carr.Dorothy@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: RE: Schedule A

Hello,

I am cc'ing Kathryn and Dorothy. They can provide any needed information on the Schedule C appointment for the package. The package itself would come out of Cincy as the hiring office so we are happy to support in any way needed.

Thank you,

Jeremy A. Taylor
Director, Human Resources Management Division, OARM-RTP
U.S. Environmental Protection Agency
Research Triangle Park, NC
919-541-0537



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT
RESEARCH TRIANGLE PARK

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From: Zeckman, David <zeckman.david@epa.gov>
Sent: Tuesday, November 17, 2020 2:59 PM
To: Caro, Vique <Caro.Vique@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>

Cc: Helm, Arron <Helm.Arron@epa.gov>

Subject: Schedule A

Good afternoon,

We have been working with OECA to transfer [Ex. 6 Personal Privacy (PP)] a position in OECA's Office of Compliance, National Enforcement Training Institute, see attached PD. This transfer will require OPM review and approval. [Ex. 6 Personal Privacy (PP)] will be transferring to Schedule A, see attached letters for documentation. I previously reached out to Arron to understand the requirements for the package which must go up to OPM for review, see attached message. I'd like to start compiling the documents for our submission, which as I understand it, will be a coordinated effort between Executive resources, the Cincy SSC, and OECA. Let me know if there is anything else I can do to help, or if you'd like to schedule some time to chat about this, I'll be happy to setup a meeting.

Thanks,

David Zeckman
Deputy Assistant Administrator
Office of Mission Support
Environmental Protection Agency
(202) 564-7623